

SECRET

Executive Order  
62-7264

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Ceiling Increase for Cable Secretariat-Message Center

1. The Cable Secretariat-Message Center has requested a ceiling increase of  positions to . This request has been reviewed by the Office of Personnel in relation to organization, staffing, grade structure, and work load and they find that the volume of work has increased appreciably in recent years, and backlogs are increasing. They report also that cable analysts are performing clerical duties in an effort to reduce the processing time lag and work backlog. The Director of Personnel recommends and the DD/S approves the ceiling increase subject to my concurrence.

2. The proposed ceiling increase is principally in the clerical level and I recommend your approval. No offsetting reductions elsewhere in the Agency have been determined although later in the month it is planned to propose some position ceiling adjustments as a result of the manpower survey.

JOHN A. BROSS  
Comptroller

Approved:

Deputy Director of Central Intelligence

Date

BD/COMP/JMC/BNL/ljn (4 Oct. '62)

Distribution:

Orig. - Addressee

Approved For Release 2003/03/06 : CIA-RDP80B01676R003100190014-5

1 - Comptroller

2 - Budget Division

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